



Town of Brewster
Community Preservation Committee
2198 Main Street
Brewster, Massachusetts 02631-1898
(508) 896-3701 x 133
Fax (508) 896-8089



Dear Community Members,

The Brewster Community Preservation Committee (CPC) is accepting Community Preservation Act funding applications for:

1. Acquisition, creation, and preservation of **Open Space**
2. Acquisition, preservation, rehabilitation, and restoration of **Historic Resources**
3. Acquisition, creation, preservation, rehabilitation, and restoration of land for **Recreational use**.
4. Acquisition, creation, preservation, and support of **Affordable Housing**.
5. Rehabilitation and restoration of **Open Space** and **Affordable Housing** that have been acquired or created using monies from the fund.

An application form and list of selection criteria are attached.

Applications may be submitted at any time. To allow sufficient CPC review time for presentation to the following Brewster Town Meeting, applications must be submitted by September 1st for the fall meeting or March 1st for the spring meeting.

Interested parties are urged to submit applications as soon as possible.

For further information please contact any member of the committee.

Thank you,

Paul Ruchinkas, Chair

Community Preservation Committee

Paul Ruchinkas, Chair
Jeanne Boehm, Vice-Chair
Elizabeth G. Taylor, Clerk
Roland W. Bassett, Jr., Member
Joan Carstanjen, Member
Elliot Carr, Member
Dion Dugan, Member
Peter Johnson, Member
William Klein, Member

Citizen Representative
Citizen Representative
Planning Board
Recreation Commission
Historic Commission
Citizen Representative
Brewster Housing Authority
Citizen Representative
Conservation Commission

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Project Eligibility Criteria

Projects must be eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation. These requirements include:

- Acquisition, creation, and preservation of Open Space
- Acquisition, preservation, rehabilitation, and restoration of Historic Resources. (See Secretary of the Interior Standards for Treatment of Historic Properties).
- Acquisition, creation, preservation, rehabilitation, and restoration of land for Recreational use.
- Acquisition, creation, preservation, and support of Affordable Housing.
- Rehabilitation and restoration of Open Space and Affordable Housing that have been acquired or created using monies from the fund.

The Brewster Community Preservation Committee (CPC) encourages applications that address as many of the following general criteria as possible:

- Contribute to the preservation of Brewster's unique character
- Boost the vitality of the Town
- Enhance the quality of life for Brewster residents
- Serve more than one of the four CPA purposes
- Save resources that would otherwise be threatened
- Serve a currently under-served Town population
- Demonstrate practicality and feasibility, and ability to implement within budget
- Demonstrate a positive cost/benefit relationship
- Leverage additional public and/or private funds
- Preserve, enhance or better utilize existing Town resources
- Receive endorsement by other Town committees and the Brewster public at large



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APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

Date Application Submitted: _____

Name of Project Applicant: _____

Name of Co-Applicant(s), if applicable: _____

Name of Contact Person: _____

Contact Person's Mailing Address: _____

Contact Person's Daytime Phone Number: _____

Contact Person's email Address: _____

Proposed Project Name: _____

Project Address (or assessor's parcel ID): _____

Project Synopsis:

Category: Open Space Historic Preservation Recreation Affordable Housing

CPA funding requested \$ _____ Total Cost of Proposed Project \$ _____

PROJECT DESCRIPTION

Please describe your project, answering all of the following questions in the order presented. Applications will be considered incomplete if all requested information is not provided. Include supporting materials (maps, diagrams, photos, etc.). Please number pages of application.

1. **Project Description:** Describe the proposed project. Is this part of a larger project or an ongoing project?
2. **For Historic Preservation projects:** Describe how the project will comply with the Secretary of the Interior Standards for Treatment of Historic Properties?
3. **CPA Goals/Criteria:** Describe how this project accomplishes the goals and objectives of the CPA (refer to the attached general and issue-specific criteria and identify which of these apply to the project).
4. **Community Benefits:** What are the community benefits of the project?
5. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.
6. **Timeline:** What is the schedule for project implementation, including a timeline for all milestones? Please identify any special timing considerations for the project's implementation. If this is part of a larger project, is it phased? What is the timeline for the entire project?
7. **Credentials:** What are the qualifications and relevant experience of those undertaking the project?
8. **Budget:** What is the total budget (sources of funds and uses/expenses) for the project and schedule for expenditure of CPA funds? All sources of funds and expenses must be clearly identified. Provide the basis for cost estimates whenever possible. (Note: CPA funds may not be used for maintenance.)

If this is part of a larger project, what is the budget for the entire project (sources of funds and expenses/uses)?

Clearly identify what additional funding sources are available, committed, or under consideration and why public funding would be appropriate. Include copies of commitment letters, if available, and describe any other attempts to secure funding for this project.

9. **Maintenance:** If ongoing maintenance is required for your project, who will be responsible for maintenance and how will it be funded?
10. **Site Control:** If the project involves acquisition of real property, provide evidence of site control (deed, purchase and sale, option, etc.).

Town of Brewster Community Preservation Committee
CATEGORY SPECIFIC CRITERIA

(Identify which of the following criteria apply to your project.)

Open Space Proposals

- Permanently protect important wildlife habitat, including areas of significance for biodiversity, diversity of geological features and types of vegetation, contain a habitat type that is in danger of vanishing from Brewster or preserve habitat for threatened or endangered species of plants or animals.
- Provide opportunities for passive recreation and environmental education.
- Enhance or protect wildlife corridors, promote connectivity of habitat and prevent fragmentation of habitats.
- Provide connections with existing trails or potential trail linkages.
- Preserve scenic views or border a scenic road.
- Protect drinking water quantity and quality.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Preserve priority parcels in the Town's Open Space Plan/maximize the amount of open land owned by the Town of Brewster.

Historical Preservation Proposals

- MANDATORY:** Must be within the local historic district, listed on a state or national historic register, or listed in the Brewster cultural resources inventory;
- MANDATORY:** Project must meet Secretary of the Interior Standards for rehabilitation and/or restoration of Historic Preservation Properties.
- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened;
- Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance;
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site;
- Demonstrate a public benefit and/or public access, or
- Otherwise provide permanent protection for maintaining the historic resource.
- Project site should not be privately owned unless there is demonstrable public access and benefit.

Affordable Housing Proposals

- Contribute to the goal of achieving 10 percent affordable housing;
- Promote a socioeconomic environment that encourages diversity;
- Provide housing that is harmonious in design and scale with the surrounding neighborhood;
- Ensure long-term affordability;
- Promote use of existing buildings or construction on previously-developed or Town-owned sites;
- Convert market rate to public subsidized units;
- Provide an appropriate mix of rental and ownership housing;
- Give priority to local residents, town employees, employees of local businesses as allowed by law.

Recreation Proposals

- Support multiple active and passive recreation uses;
- Serve a significant number of residents and visitors;
- Expand the range of recreational opportunities available to all ages of Brewster residents and visitors;
- Benefit other Brewster committees providing recreational resources to residents;
- Promote the use of alternative corridors that provide safe and healthy non-motorized transportation

Town of Brewster Community Preservation Committee

APPLICATION REVIEW AND APPROVAL PROCESS

Step 1 – Complete the application (with numbered pages) and submit 12 copies, plus a CD or thumb drive containing the complete application with all attachments to:

Community Preservation Committee
Town Hall
2198 Main Street
Brewster, MA 02631

Step 2 – Community Preservation Committee Review and Public Comment

A. Application Review:

The Brewster Community Preservation Committee (CPC) will review submitted applications to determine whether:

- Proposed project is eligible for Community Preservation Act funding.
- The application is sufficiently developed in terms of work plan and timely for further consideration. When necessary, the CPC will ask applicants to provide additional information.

B. Project Review Guidelines are as follows:

- The CPC will refer an application to the appropriate committee for review and comment.
- The Brewster Community Preservation Committee (CPC) will make a recommendation to Town Meeting for warrant articles that seek Community Preservation funds only if satisfactory information is received from a project applicant indicating that sufficient funds will be available to complete the project(s). Every application shall include a project budget with a list of project sources and uses/expenses of funds and a schedule for completion. The source and estimated value of any expected 'in-kind' contributions shall be specified. The Brewster CPC may decline any application that is not responsive to these requirements. The CPC will establish the preliminary terms and conditions for any recommended grant as part of its vote to recommend it.
- Historic Preservation projects must meet Secretary of the Interior Standards for rehabilitation and/or restoration of Historic Preservation Properties
- The CPC may recommend grants for the planning phase of projects where sufficient information is included in the application concerning the sources of funding that will be available after the planning phase is completed.
- The Brewster CPC does not have any fixed policy concerning what portion of the project funding it will recommend and will consider each application individually. However, the Committee considers any applicant's ability to supplement the CPC grant with other sources of funds as a strong indicator of the breadth of support for the project and a means of leveraging CPC resources. As noted, any application should thus include the amount and timing of other support for a project.
- The CPC may make exceptions for good cause to any of these procedures.

C. Public Comment – The CPC will seek public comment on proposed projects at regular scheduled meetings.

D. CPC Recommendation – The CPC will make recommendations, pro or con, on all applications. Applications that are approved will be recommended in the form of warrant articles to be voted on at the *next* Town Meeting.

Step 3 – Town Meeting Approval. Town Meeting has the final authority to award funds from Brewster’s Community Preservation Fund.

Step 4 – Funding and project oversight by the Community Preservation Committee

- Funding will be available following Town Meeting, subject to submission of documents as required by the Community Preservation Committee. In general, no CPC funds will be expended until proof is received that the project is fully funded.
- In general, the CPC will execute a grant agreement with the applicant that will describe, among other issues, the conditions for CPC disbursement of funds, including any funds held back until project completion. The CPC must review and approve all agreements.
- Historic Preservation projects will require monitoring to ensure that work meets the restrictions as outlined in the Secretary of the Interior Standards for Historic Properties. The cost for such monitoring should be included in the project budget.
- In general, grant agreements will require that the project be completed and CPC funds expended within two years.
- The CPC will appoint one of its members as the liaison for each approved project. The liaison will frequently meet with persons responsible for each project and provide regular reports to the Committee. The liaison will also act as the sole conduit for disbursement of project funding.
- Two sets of bills must be submitted directly to the CPA Administrative Clerk (one original for the Town Accountant and one copy for the CPA Committee files). These must be approved/initialed by the Committee Clerk/Treasurer prior to being submitted to the Town Accountant.

Step 5 – Final Report after project completion. The Community Preservation Committee requires a final grant report. The Committee reserves the right to withhold some funds until a final report is received and approved by the Committee.